

DREAMWRIGHTS YOUTH & FAMILY THEATRE
100 Carlisle Avenue
York, PA 17401
(717) 848-8623

APPLICATION AND TERMS FOR RENTAL OF SPACE
(Non-Member)

I. **INTRODUCTION.** DreamWrights offers to rent space, when available, to individuals and organizations who are not members of DreamWrights, subject to the submission of this Application and the terms and conditions set forth herein.

II. **DREAMWRIGHTS MISSION STATEMENT ADHERENCE.** The actions of anyone wishing to rent space must adhere to the mission of DreamWrights, as follows:

DreamWrights Youth & Family Theatre fosters and inspires growth, creativity, responsibility, and an appreciation of live theatre in people of all ages and cultures through an educational theatre arts program.

III. **THEATRE RENTAL RATES**

<u>Space</u>	<u>Fee Up To 4 Hours</u>	<u>Each Addt'l Hour</u>
Conference area/ Board Room* (maximum 20 people)	\$60.00	\$20.00
Lobby/Concession* (maximum 200 people without tables) (maximum 100 people with tables)	\$175.00	\$40.00
Lobby/Theatre* (maximum 130 people)	\$225.00	\$60.00
Lobby/Concession/Theatre* (maximum 130 people)	\$400.00	\$100.00

* Additional staffing fee of \$12.00 per hour.

A DreamWrights technician may be hired to run theatre lights and sound, if needed, for \$15.00 per hour.

ATTACHMENTS

1. DreamWrights Rental Application Form, Fee Payment Schedule and Cancellation Policy
2. Rules and Regulations
3. Cleaning Requirements
4. Release and Indemnification Agreement

DREAMWRIGHTS RENTAL APPLICATION FORM

Application Date: _____ Rental Date(s): _____ Time: _____

Renter: _____

Renter's Address: _____

Renter's Phone (day) _____ (evening) _____

Renter's Representative: _____

Specified Space: _____

Purpose of Use: _____

FEE CALCULATION:

Space Required: _____

Rental Fee: _____
(4 hr. rate + addt'l 1 hr. rate, if needed)

Staffing Fee: _____
(total hours x \$12.00 per hour)

Technician Fee: _____
(total hours x \$15.00 per hour)

TOTAL: _____

FEE PAYMENT POLICY

20% Nonrefundable Deposit due with contract: _____

\$100 Cleaning Deposit: _____
(will be returned at end of rental – enclose as separate check)

Balance Due 2 weeks prior to event: _____

CANCELLATION/REFUND POLICY

All rental payments paid to DreamWrights per this Application are NON-REFUNDABLE.
The \$100 Cleaning Deposit is refundable per the terms of this Rental Agreement.

RULES AND REGULATIONS

1. If an individual, Renter must be 21 years of age or older.
2. An Application must be submitted in writing and delivered to DreamWrights at least two weeks prior to the event. The listed fees are for one day only and additional day(s) for set up or multiple day events require payment of the per day fee. Any deviation from the fee schedule must be approved by DreamWrights prior to the rental date.
3. A 20% non-refundable deposit and \$100 security deposit is due with the submission of the Application. The security deposit will be refunded if no damage to the property is found and no additional cleaning is required or if the event is cancelled.
4. All food must be carry in, carry out.
5. Renter is responsible for all clean-up before leaving the building.
6. The following are **STRICTLY PROHIBITED**:
 - Alcoholic Beverages
 - Smoking
 - Use of theatre lights and sound systems (DreamWrights technician is available for hire)
 - Access to basement, second, and third floors
 - Use of other theatre equipment unless authorized
7. Renter will comply with occupancy limits for specified space, as set forth in the Application and Terms for Rental Space.
8. Liability for all damages to the premises will be charged to the renter.
9. Renter assumes responsibility and liability for all persons attending the event, and agrees to hold DreamWrights harmless for any injuries to any persons or damage to personal property.
10. Renter must furnish a Certificate of Insurance at least five (5) days prior to the event. A Special Events Endorsement for at least one million dollars (\$1,000,000) must be obtained by Renter to cover the specific day, location, and time of your event. If the Certificate of Insurance is not provided on or before the time period specified, the event shall be treated as having been canceled, in which case all payments to DreamWrights will be forfeited.
11. DreamWrights will provide an on-site manager during the event.
12. The entry doors will be unlocked 30 minutes prior to start and end of the event and otherwise remain locked throughout the event. The DreamWrights buzzer entry system must be used for late arrivals.
13. The facilities must be returned to their pre-rental state at the end of the rental period. Cleaning Requirements are attached to the Application. Failure to comply with the Cleaning Requirements will result in a cleaning fee. Utility instructions must be adhered to.
14. Use of the DreamWrights facilities is limited to those rooms specified and paid for on the rental application. The Renter is responsible for ensuring order and protection of the facilities and for keeping all people restricted to the rooms rented and the adjoining bathroom facilities.
15. All events must end by 11:00 P.M. and the building vacated by 12:00 Midnight.

CLEANING REQUIREMENTS

There is a \$100.00 security deposit required at the time of signing the rental application. This deposit will be refunded after the premises have been inspected and found to be in satisfactory condition as outlined below. Inspections are performed prior to and after the rental period. Refund checks will be mailed during the regular monthly disbursements by DreamWrights.

DINING AREA/MAIN ENTRANCEWAY

1. wet mop all spills
2. remove Renter's trash, decorations, etc. from DreamWrights

KITCHEN (If used)

1. clean sink
2. wash all dishes and utensils and return to proper place
3. wipe all surfaces
4. remove Renter's trash decorations, etc from DreamWrights
5. sweep floor

(*) Recycling is mandatory

